

**Frequently Asked Questions
Transportation Alternatives Program (TAP)
Congestion Mitigation and Air Quality Improvement (CMAQ) Program
Federal Aid Guidance**

New FAQs ending October 7, 2016

Workshops

- **Are there webinar workshops, and what are the specifics?**

Sponsors must attend a workshop in person or through a webinar as a part of the eligibility requirements for a project award. Sponsors are encouraged to attend in person. Please sign up for the date you wish to attend. Workshop details and sign-up information are located on NYSDOT's web page at: <https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/tap-cmaq>. For webinar access, you will be provided login information at a later date. Satellite locations for each webinar will be posted as sites become available. Locations will be added in the New York City/Long Island areas. Continue to check the website for locations.

General Application Questions

- **NEW! In completing the application, what happens if I don't use the "Tab" key?**

Questions are required to be answered in a specific order. Using the "Tab" key to advance through the application ensures that the applicant sees all questions that must be answered. Not using the "Tab" key to navigate in the form may result in an incomplete application.

- **NEW! Should application attachments be transmitted separately?**

To the extent possible, attachments should be sent with the application. Total file size is limited to 20MB, so it is anticipated that the attachments may come separately. Please identify each attachment using the naming conventions on page E-2 of Appendix E in the Guidebook. Please indicate on your emails the total number of emails being sent, e.g., 1 of Total #.

- **NEW! When can the Planning & Design phase start? When is work reimbursable?**

Planning and design may only begin after federal authorization to proceed has been granted. Eligible expenses incurred after authorization can be submitted to

NYSDOT for reimbursement. NYSDOT RLPLs will contact the project sponsor to begin the federal authorization process after notification letters have been sent.

- **NEW! Is there a Dropbox-type or other file transfer feature?**

Applications and attachments must be submitted via email. There is no dropbox feature.

- **NEW! Who would be the lead agency on SEQR?**

The Project Sponsor is the lead agency for SEQR.

- **NEW! If a proposed project extends into another Sponsor's or Region's jurisdiction, how do you show that on the application?**

If a project overlaps NYSDOT geographic boundaries, the application will be reviewed by each NYSDOT Region. If a project impacts another jurisdiction, the application should reflect that jurisdiction's support through a letter or resolution. Part F of the application provides additional space to describe the coordination and involvement of another Sponsor/Municipality.

- **NEW! Can the SEQRA process start before submitting an application?**

The SEQRA process may begin prior to application submission; however, any work completed prior to federal authorization is not eligible for reimbursement.

- **NEW! If the municipal sponsor of a nonprofit application submits an additional application for another project, are the two projects combined?**

Each project would be evaluated separately. Each individual project requires a separate application.

- **NEW! What if a municipality has property needed for ROW under lease from another public agency?**

The property needs to be retained for the life of the project. The easement may require an extension. Please include lease details in your application.

- **NEW! Is the "Implementation Date" on Appendix E-14 referring to the letting date or the construction start date?**

For a construction project, the "implementation date" is the construction letting date.

- **NEW! Do Disadvantage Business Enterprise (DBE) goals apply to these projects?**

All Federal aid projects will include disadvantaged business enterprise requirements (DBE) requirements and goals, which vary depending on project type and geographic location.

- **NEW! What kind of documentation do you need to demonstrate community support for a TAP application? Do you need that documentation before or after the application is submitted?**

Please include documentation demonstrating community support through a letter or resolution from the community, school district or local government. Community support also can be demonstrated by referencing a municipal comprehensive plan or a completed study that included community outreach and support for the proposed project.

- **NEW! How do I submit a project that is eligible for TAP but can also demonstrate air-quality benefits and therefore be considered for CMAQ funding?**

A project may be eligible for consideration for both CMAQ and TAP funding if it is an eligible activity under both programs and is located in one of the counties that is eligible for CMAQ funding. An applicant can apply for consideration under both programs. However, a successful application will only receive funding under one of the programs.

- **I have some questions about my project, but I have already submitted my application to NYSDOT. Whom can I speak with to resolve my questions?**

This is an open procurement process. Once a completed application has been submitted and received by NYSDOT, the Department is precluded from discussing the specifics of your application. If your application has been submitted prior to the October 21, 2016 deadline, you may request to have that application withdrawn. Once withdrawn, you may contact your Regional Local Program Liaison ([Appendix A](#)) for further assistance. All applications must be received no later than October 21, 2016

- **I recently received information regarding re-purposed earmark funds. Although, my project did not receive earmark funds, the TAP-CMAQ program was suggested as another source of eligible funding. As it is late in the application process, will I be able to schedule a pre-application review session?**

The deadline for pre-application reviews has been extended to October 14th, please contact your RLPL ([Appendix A](#)).

- **Is there an estimating tool available to help applicants?**

The [Quick Estimating tool](#) has been updated and has been posted on the TAP-CMAQ website.

- **Is maintenance of snow and ice removal a requirement of TAP and CMAQ projects?**

A Sponsor needs to ensure that a facility will be maintained for the life of the project. Accommodations should be made for public access and may vary based on project and location.

- **Is lighting and striping a requirement for TAP and CMAQ projects?**

Incorporation of lighting and striping should be considered and determined on a project basis, please contact your Regional Local Program Liaison ([Appendix A](#)) for further assistance.

- **What is an SFS number and where do I get one?**

A Statewide Financial System (SFS) number is required to allow NYSDOT to issue payment/reimburse a sponsor for eligible expenses incurred. The Office of the State Comptroller's '[Vendors Doing Business with NYS](#)' web site has additional information on the Statewide Financial System (SFS) and how to obtain this number if you do not already have one.

- **What is the Grants Gateway ID and where do I get one?**

Grants Gateway is a "one stop shop" for State grant information. Registration in Grants Gateway is required for any entity applying for or receiving state grant funds. A grantee must register as a user on the system and designate a Delegated Administrator who will manage their user account. This requires submission of a Registration form. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.

To find out if your organization is registered in Grants Gateway please visit: https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx?NavItem1=9. Once you enter your SFS Vendor ID you will know whether or not

you need to register in Grants Gateway. The registration form is also available at this link for those organizations who need to register in Grants Gateway. All Grants Gateway ID #'s follow the format of "GDV-XXX-00000."

- **My Village has obtained an engineering firm through the RFQ process. The firm has been approved as the engineering firm for the village through a Board Resolution. Can this engineering firm be used to develop this application?**

The firm may be used to develop your application if the process was completed within the last three years. The costs to develop the application cannot be reimbursed as they will occur before federal authorization.

- **Can New York State "Downtown Revitalization Initiative" funds be used as a local match?**

These State funds are eligible matching funds for this TAP and CMAQ solicitation.

- **Can a school district or BOCES be a sponsor of a CMAQ funded project?**

Pursuant to this solicitation, only local governments, regional transportation authorities, transit agencies, natural resource and public land agencies, tribal governments, and the NYSDOT can sponsor CMAQ projects. The local government (i.e. the County, Villages, City or Town) where the school is located would need to sponsor the project and, after award, enter into a State-local agreement to implement the project.

- **The Village will be applying for sidewalk replacement funding. The sidewalks lead to schools, parks, business and bus stops. The sidewalks are currently not ADA compliant. The Village has a sidewalk contract in place which was advertised and awarded to the lowest responsible bidder. Can the Contract that is in place be used for the project?**

If the selection process to select the lowest responsible bidder complies with the guidance in the Procedures for Locally Administered Federal Aid Projects (PLAFAP) manual and the contract between the Village and the contractor provides the ability to add work to the contract, the contract may be used. Please contact your Regional Local Program Liaison found in [Appendix A](#) to assess compliance with federal requirements,

- **Given the relatively quick deadline, I'm hoping to determine whether a municipal resolution required or recommended as an attachment to the grant application?**

A Resolution is not required to be submitted as part of the application. If your project is awarded, you will need to provide a resolution to execute a Federal aid State-Local Agreement.

- **Can the Village Engineer attend the required workshop meeting? Or is it necessary for a Village official to be present.**

Yes, provided that this person will be directly responsible for the management and oversight of the proposed project.

- **Can multiple grant requests that cover different project categories be submitted?**

A project may be eligible for multiple categories, however, it is recommended to select the category that best represents the scope of your project. If you need assistance in making a selection, please contact your Regional Local Program Liaison found in [Appendix A](#). All information for a project should be included on one application, even if you are applying for both TAP and CMAQ funding. If you are applying for multiple projects, complete a separate application for each project.

- **Is the award date going to be in connection with the Master State and Local Agreement?**

The award date is considered the date that the Federal aid Local Agreement is executed by the Office of the State Comptroller (OSC). It is not the date that a Sponsor is notified of a successful grant application.

- **When do you expect to announce awards for the current TAP-CMAQ Solicitation?**

Award announcements are expected in the winter of 2017.

- **According to the program materials, sponsors must provide a minimum 20 percent local funding match. The local match can be comprised of local funds, CHIPS, contributions, or pre-approved non-cash sources. Are there additional funding types that could be used as the local match, for example, funding from the NYS Office of Parks, Recreation, and Historic Preservation, NYS Department of State or NYS Department of**

Environmental Conservation, or federal Housing and Urban Development funds?

Other sources of funding can be used as match for a proposed project if the funding is currently available for the specific project for which a Sponsor is applying for funding. For example, other State funds such as Office of Parks, Recreation and Historic Preservation, Department of State, Downtown Revitalization or Department of Environmental Conservation funds could be counted if they are available now for use on the specific project in the application. Other federal funding may be applied depending on the rules associated with that funding. For example, federal rules allow Housing and Urban Development Community Development Block Grant (CDBG) funds to be used by a municipality to match other federal fund sources, thus they could be applied to match TAP and CMAQ. If you have questions, please contact your Regional Local Program Liaison found in [Appendix A](#).

TAP-Specific

- **NEW!** Under *Appendix B, Category 5 (Safe Routes to School)*, bullet #8 relating to ineligible activities (Substitution of TAP funds for other types of federal-aid transportation funds on projects advanced by or through NYSDOT for work items listed under “Examples of Eligible Activities” above when such work items are already part of a highway construction or reconstruction project.” and *Category 6 (Construction, Planning, Design of Boulevards)* ineligible bullet #4 (Same as above), does the “ineligible criteria” apply only for these two categories or does it apply to all the categories?

The “ineligible criteria” applies to all categories.

- Would a public restroom facility be eligible for funding, that would be an amenity on a connector trail that links the public school to sports fields (school owned) and further links to an existing trail network?

Buildings are not eligible under any of the TAP categories.

- If a project has already received TAP funding, and is over budget due to changes in scope, is the project eligible for additional funding through this round of TAP?

TAP funds are capped at the original amount of TAP funds awarded.

- What is the “statutory geographic limitation of funds?”

Pursuant to federal law ([23 USC 213\(c\)](#)), half (50%) of the funding available for TAP can be used anywhere in the State. The other half (50%) is sub-allocated based on population.

- **I have a sidewalk project that meets the criteria under the TAP program and has a cost estimate of \$95,000. Does this project qualify for funding?**

The minimum project award for TAP is \$250,000 (unmatched).

- **Do New York City based groups qualify for the TAP program?**

Certain non-profit organizations (schools, school districts, non-profit organizations responsible for public transportation) may apply through an eligible Sponsor. For Sponsor eligibility, please refer to the TAP-CMAQ Guidebook, page 6. The Sponsor will ultimately be responsible for the project, and an agreement between the organization and Sponsor is required prior to project implementation.

CMAQ-Specific

- **NEW! We are looking to convert a portion of our gasoline fleet to CNG. Diesel retrofit to CNG is listed on the application, but gasoline to CNG is not. Are gasoline to CNG retrofits of existing vehicles an eligible measure?**

A CNG retrofit is eligible if the sponsor provides certified emissions data for the retrofit package and emission factors for vehicle being retrofitted in the application. [The USEPA emissions model](#) only provides CNG emission factors for transit buses. The model does not have CNG emission factors for any other vehicle type. Thus, the sponsor is responsible for obtaining the emission factors from the manufacturer/vendor. The sponsor is encouraged to discuss these details in a pre-application conference.

- **NEW! A large cost of converting our fleet to CNG is modifying existing garage facilities to meet requirements for CNG vehicles. Is maintenance shop modification an eligible measure?**

Costs directly associated with converting fleets to run on alternative fuels are eligible. The direct relationship needs to be clearly explained in the detailed project description in the application.

- **NEW! We have investigated anti-idling devices as an emissions mitigation measure, particularly for our fleet of Sheriff's patrol cars, which tend to**

have extended idling. Are retrofits of existing vehicles with anti-idling devices an eligible measure?

The cost of the anti-idling devices is eligible.

- **NEW!** On the application, for Category 13 on the “eligible project types” table, p. E-5, can multiple “Alternative Fuel and Clean Vehicle Projects” (new CNG vehicles, CNG retrofits, anti-idling) be included in the same application, or do they require separate applications? Should I use category 13 or 14?

Submit one application per project. The project or projects described in this question are eligible under Category 13 “Alternative Fuel and Clean Vehicle”. Provide details regarding all vehicle types to be included in the project in the “additional information” field or as a separate attachment to the application.

- **NEW!** Is a roundabout eligible for CMAQ funding?

A roundabout is eligible as a Traffic Flow Improvement, if it improves air quality and promotes congestion relief in an eligible county.

- **Would new CNG trucks placed in service in 2016 be eligible for CMAQ funding?**

If the vehicles are already purchased and in service, they would not qualify for this solicitation (any expenses incurred before funding is authorized are not eligible.)

- **Is Bikeshare considered to be in the “Transportation Demand Management (TDM)” project category or “Pedestrian & Bicycle Facilities” category?**

A project that implements a bikeshare program would be eligible under the TDM category. The bicycle and pedestrian facilities category is for the construction of new or substantially improved bicycle and pedestrian facilities (e.g., construction of sidewalks, cross walks, separated multi-use paths).

- **We plan to operate a project in 4 counties, all of which are CMAQ eligible. Should we submit 4 separate applications, or one application?**

Submit one application per project. A single project can be multi-county or a single county. The description of the project needs to include the entire project scope. If the projects have independent utility and their own logical termini it would be acceptable to apply for funding for each as separate projects.

- **For a bicycle share or bicycle facility project, would we complete the “Anticipated Benefits” chart for bikes, or as a reduction in vehicles on the road?**

Yes. The anticipated benefit is based on the number of motor vehicle trips that are averted as a result of the mode shift from motor vehicle trips to bicycle mode. An applicant is required to estimate the average daily distance traveled and average speed of the motor vehicle trips averted due to the project.

- **Please provide more information regarding how to complete the “Anticipated Benefits” charts**

The applicant and sponsor are responsible for estimating of the number of motor vehicle trips reduced, speed improvements and other required data based on the project category. The estimated effects must be credible and based on a reproducible and logical analytical procedure. Document the methods, models, or studies used to estimate the project effects on the transportation system. Studies for other similar projects may be used. Document how the study cited is applicable to the proposed project and project setting. For further information, contact Patrick.Lentlie@dot.ny.gov.

- **What methods/steps are needed to assess air quality and emission factors for a CMAQ project? Does a town/village need to hire someone to perform this analysis? Is there a way to get into contact with an expert that performs these assessments?**

The applicant does not need to perform an emissions analysis. However, the applicant does need to estimate the effect of the proposed CMAQ project(s) on vehicle volumes, travel speed, or vehicle operating characteristics such as conversion of diesel to CNG, retrofitting a model year 2006 truck with particulate filters, etc. Refer to Appendix C (CMAQ Eligibility Requirements) and Appendix E (Application Instructions) of the 2016 TAP-CMAQ Guidebook for more information. In general, projects that improve traffic flow at congested locations without inducing a substantial additional amount of motor vehicle traffic results in an emissions benefit. Similarly, projects that reduce vehicle miles of travel and projects that results in cleaner vehicle fleets and transit projects that successfully shift mode from single occupant vehicles to transit or ridesharing also usually result in an emissions benefit. For further information, contact Patrick.Lentlie@dot.ny.gov.

- **What steps should be taken regarding statistical assessments of vehicles, miles per day, fuel type, miles per day per vehicle, service operation days per year, and average speed?**

Any reasonable, reproducible and documented method in accordance with good engineering and professional practices is acceptable. These estimates may rely on data and factors from planning studies from the area or other areas with similar levels of population and urbanization characteristics that estimate diversions to transit, or mode shifts from single occupant vehicles to other modes that are appropriate for the project. Valid traffic demand models may be used to estimate speed improvements from traffic flow improvements. The application must include documentation of data sources and models used. The NYSDOT does not endorse or prescribe specific travel demand methods. It is incumbent on the sponsor to estimate the effect of its proposed project on the transportation system.

- **Is reducing emissions from school buses eligible?**

Yes. To be eligible, the applicant is required to provide a credible estimate of the total bus vehicle miles traveled before and after implementation.

- **I have a daily motor coach service into New York, I was inquiring as to what specific projects that we may apply for related to ground transportation and assist New York with the reduction of vehicle emissions.**

Regularly scheduled new or expanded commuter transit services that reduce single occupant vehicle travel are eligible. Proposed commuter service proposals must demonstrate a net reduction in vehicle emissions. Capital costs and up to three years of operating assistance for new or expanded services are eligible for CMAQ funding. An agreement between the service provider and NYSDOT is required prior to implementation.

- **Is the creation of extra fringe parking outside the central business district of a town or village to reduce congestion something that would be considered for CMAQ funding?**

Yes. Open to the public Park and Ride lots that serve regularly scheduled transit and/or rideshare are eligible for CMAQ funding.

- **How long can vehicle replacement/upgrade/conversion period last?**

The maximum project duration of a program from contract inception to contract term is typically no more than five years. The duration must be specified in a Federal aid Local Project Agreement.

- **Concerning CMAQ funding, are private companies, freight railroads in particular, eligible to benefit from the funding with an agency or non-profit sponsor?**

It is recommended that you contact Patrick.Lentlie@dot.ny.gov to confirm project eligibility. Please refer to [Appendix C](#), page C-14 for Public-Private Partnerships requirements.

- **Is the purchase of new plow trucks to replace older trucks eligible under CMAQ funding?**

Per [federal guidance](#), full vehicle replacement of conventionally fueled on-road construction and maintenance vehicles is not eligible for CMAQ funding. However, CMAQ funds may be used to reimburse the cost of engine replacements and the cost of retrofits that meet [USEPA verified technologies criteria](#). CMAQ funds may also be used to recover the incremental costs of alternative and advanced fuel vehicles (e.g. CNG, hybrid-electric, and full electric) relative to the cost of equivalent conventionally fueled vehicle.

TAP and CMAQ

- **What counties are eligible for TAP and CMAQ funding?**

All municipalities, including counties, throughout the State are eligible for TAP funding.

Only municipalities within the following counties are eligible for CMAQ funding under this solicitation: Albany, Rensselaer, Saratoga, Schenectady, Greene, Montgomery, Onondaga, Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, Erie, Niagara, Chautauqua, Jefferson, Dutchess, and Schoharie.

While there are other counties in the State that are eligible to use CMAQ funding (Bronx, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, and Westchester Counties), CMAQ projects in these counties are selected and programmed through the Transportation Improvement Program update process in the New York Metropolitan Transportation Council (<http://www.nymtc.org/Regional-Planning-Activities/Funding-Programs/CMAQ>) and the Orange County Transportation Council, see <http://www.orangecountygov.com/content/124/9893/default.aspx>

- **Is the purchase of equipment (shoulder machine to widen shoulder for commuters) eligible for funding under the TAP or CMAQ programs?**

Equipment purchases are not eligible under the TAP program. Please refer to [Appendix B](#) for all TAP eligible projects.

Per [federal guidance](#), the stand-alone purchase of new construction or maintenance equipment is not eligible for CMAQ funding. CMAQ funds may be used to reimburse the cost of engine retrofits that meet the [USEPA verified technologies criteria](#). CMAQ funds may also be used for the incremental costs of alternative and advanced fuel vehicles as compared to the cost of equivalent conventionally fueled vehicles.

FREQUENTLY ASKED QUESTIONS POSTED ON AUGUST 17, 2016**FAQ's common to TAP and CMAQ**

- **When are applications due?**

Applications are due no later than October 21, 2016. Applications will be submitted to an e-mail link in the application, TAP-CMAQ@dot.ny.gov.

- **Where and when are required trainings available?**

Dates and locations can be found at www.dot.ny.gov/TAP-CMAQ

- **How will I know if my project has been approved for funding?**

Project Sponsors will be notified in writing through an award letter.

- **How much money is available per project?**

The minimum project award for each proposed project is no less than \$250,000 (\$312,500 minimum project cost including 20 percent required match).

The maximum funding that will be awarded to a project is \$5.0 million (at least \$6.25 million project cost including 20 percent required match.)

- **Who do I contact if I have a question?**

For technical questions regarding CMAQ, contact:

Patrick Lentlie
New York State Department of Transportation
Environmental Sciences Bureau
Patrick.Lentlie@dot.ny.gov
(518) 457-0212.

For Federal Aid project and TAP questions contact your NYSDOT Regional Coordinator found at www.dot.ny.gov/TAP-CMAQ.

- **What entities are eligible to receive this funding?**

Sponsor Entity	TAP	CMAQ
Local Governments (counties, towns, cities, and villages)	X	X
Regional Transportation Authorities	X	X
Transit Agencies	X	X
Natural Resource or Public Land Agencies (Department of Environmental Conservation, and Department of Parks and Recreation are eligible, as are local fish and game or wildlife agencies)	X	X
Tribal Governments	X	X
Local or Regional Governmental entity responsible for Transportation or Recreational Trails	X	X
New York State Department of Transportation		X

CMAQ

- **What is the Congestion Mitigation and Air Quality (CMAQ) Program?**

CMAQ is a Federal Aid reimbursement program that provides funding to State and local entities for transportation and other projects that reduce vehicle emissions and traffic congestion in areas where air quality does not meet or previously did not attain the United States Environmental Protection Agency's National Ambient Air Quality Standards.

- **What areas are eligible for the funding in this solicitation?**

For this solicitation, there are 19 counties eligible to receive funding (Albany, Rensselaer, Saratoga, Schenectady, Greene, Montgomery, Onondaga, Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, Erie, Niagara, Chautauqua, Jefferson, Dutchess, and Schoharie). While there are other counties in the State that are eligible to use federal CMAQ funding, these counties are covered by separate solicitation processes. Only the counties listed above are included in this application.

- **How much funding is available in this solicitation?**

\$36.5 million in CMAQ funding is available.

- **What types of projects are eligible for funding?**

Projects from the following categories are eligible for CMAQ:

- Travel Demand Management/Ride sharing: Includes Rideshare Programs, Park and Ride, Employee Transit Benefits, Carsharing, Bikesharing, Education and Outreach
- Congestion Reduction & Traffic Flow Improvements: Includes Intersection Improvements, Incident Management, Roundabouts
- Transit Improvements: Includes Transit Service Expansion, Transit Amenity Improvements, Park and Ride, Employee Transit Benefits
- Freight Intermodal Improvements: Includes Intermodal Freight Facilities and Programs
- Pedestrian and Bicycle Improvements: Bicycle commuter paths, sidewalks, Bike-sharing
- Alternative Fuel and Clean Vehicles: Includes Heavy Vehicle Engine Replacements, Diesel Retrofit Technologies, Transit Bus Replacements, Extreme-Temperature Cold-Start Technologies, Dust Mitigation, Natural Gas Re-Fueling Infrastructure, Electrical Vehicle Charging Stations

TAP

- **What is the Transportation Alternatives Program (TAP)?**

TAP is a Federal Aid reimbursement program that provides funding for transportation alternative projects, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, rail trail projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways; and secondarily for community improvement activities, and environmental mitigation.

Recreational trail projects are administered by Office of Parks, Recreation and Historic Preservation (OPRHP) and are not included in this solicitation. For more information see: <http://nysparks.com/grants/recreational-trails/default.aspx>

- **What if I'm not an eligible entity?**

Certain non-profit organizations (schools, school districts, non-profit organizations responsible for public transportation) may apply though an eligible

Sponsor. The Sponsor will be ultimately responsible for the project, and an agreement between the organization and Sponsor is required prior to implementation.

- **How much funding is available?**

\$62.2 million in TAP funding is available.

- **What types of projects are eligible for TAP funding?**

Projects primarily from the following categories:

- On-and off-road pedestrian and bicycle facilities
- Safety related infrastructure projects for improving non-driver access to public transportation and enhanced mobility
- Safe routes to school projects
- Conversion and use of abandoned railroad corridors for trails for non-motorized transportation users
- Construction of turnouts, overlooks and viewing areas
- Projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways

Community improvement activities and environmental mitigation are eligible only if they are part of a project that is eligible under one of the above categories.

2016 CMAQ/TAP Key Dates:

- **August 17, 2016:** Release Date
- **September 30, 2016:** Pre-application review submission deadline. Submit to NYSDOT Regional TAP coordinator who will coordinate with their respective Metropolitan Planning Organizations (MPOs) for review and response to Project Sponsors.
- **October 21, 2016:** Final applications will be centrally received electronically.

TAP FAQs from previous round of awards

- **How can Sponsors proceed quickly to successfully obtain construction authorization within 18 months of award (award is defined as an executed SLA)?**

A clearly defined Project Management Plan (PMP) that has been discussed and approved by NYSDOT will help ensure the success of your project. Immediately executing a State-Local Agreement (SLA), hiring a consultant through Qualifications Based Selection (QBS) process (if necessary), and starting design

will ensure you will meet deadlines. Strong coordination with the NYSDOT Regional Coordinators and Project Managers will ensure your project is on schedule and within budget.

- **Can a consultant or grant writer/administrator represent a sponsor at training?**

Only if this person is directly responsible for the management and oversight of the project. Applications are scored on the Sponsor's ability to deliver the project, including attending training and past experience.

The Procedures for Locally Administered Federal-Aid Projects (PLAFAP) Manual, [Chapter 2](#), defines the Project Manager as an employee of the Sponsor: [Title 23 CFR 635.105\(c\) \(4\)](#) requires the Sponsor to provide a full-time employee to be in charge of the project even when using consultants to provide engineering and construction inspection services or project management. This employee is referred to as the Project Manager (PM). The PM will report to the Responsible Local Official (RLO) who will have ultimate oversight and responsibility for the project. The PM and the RLO may be the same individual, if the RLO has project management experience.

- **Please clarify the use of consultants.**

Federal regulations require a qualifications-based selection (QBS) process for procuring/obtaining/hiring engineering services. Price cannot be a factor in the selection process. The fee for services is negotiated along with the scope of services AFTER selection has been made. See the NYS County Highway Superintendents Association's web site <https://www.countyhwys.org/> under [2016-2019 LDSA Consultant Selection Results](#). This web page and section 6.3.2 of the Procedures for Locally Administered Federal Aid Projects Manual ([Chapter 6](#)) describe how to make a "project specific selection" of a firm using the Local Design Services Agreement (LDSA) list. Section 6.3.1 describes the selection process if a Sponsor would like to pursue a project specific selection.

- **Phases of work and conflict of interest**

A consultant is only eligible to perform the phases of work named in the solicitation. Example of recommended language: "TAP project application development, with the option for design and construction inspection if the application is successful." If later phases are not referenced, and the Sponsor must go through another competitive, qualifications-based selection process, the original consultant cannot be considered due to a conflict of interest. The firm preparing the application would have an unfair advantage as they would have knowledge not available to others as they develop the project application.

- **Estimating Tips**

[NYSDOT Highway Design Manual Chapter 21](#) – Contract Plans, Specifications and Estimates contains computation sheets.

[NYSDOT Weighted Average Item Price Report](#) and the [Pay Item Catalog](#) may be used for cost estimating purposes.

Beware that typically, small projects have higher proportional design (engineering) and construction inspection costs.

The need for Survey work may increase the cost of the project which is part of engineering.

Consult the Regional Local Program Liaison for additional help when estimating.

- **Can separate funding sources awarded be used for different phases, e.g. TAP funds used for Design and another fund source used for construction?**

Yes. This would be reflected in the budget portion of your application. The Procedures for Locally Administered Federal-Aid Projects (PLAFAP) Manual, located at <http://www.dot.ny.gov/plafap/>, contain specifics on the required funding match policies and procedures for federal-aid transportation programs. **Depending on the funding sources**, federal funds cannot be used as the match portion required. Design, Construction, and ROW would need to follow both federal and state requirements because the use of federal aid on any portion makes the entire project “a federal aid project.”

- **How much TAP funding can be used for planning purposes?**

Determining needs, developing a project idea, garnering public support, and developing a TAP application are ineligible because there would not yet be a project in place to accrue costs. This is work that would result in a project to be included in the TAP application, which when awarded would result in a construction project. Planning associated with a state awarded, federally approved project is reimbursable. Any project planning done prior to federal authorization is ineligible for reimbursement.

- **Can a consultant be used to prepare the application and design plans?**

Yes. But, consultants must be selected through a competitive, qualifications-based selection (QBS) process within the last 3 years. They are only eligible to work on the phases (application, design, and/or construction) that are named in the solicitation. **Application development is not an eligible project cost.**

- **Can design be paid for with Sponsor funds prior to award and be used as part of the match?**

No, as the design was undertaken prior to obtaining federal authorization, there was not an approved project in place. The design phase must comply with the National Environmental Policy Act (NEPA) and all federal requirements.

If the design is progressed in accordance with NYSDOT standards, then it will be ready for construction and receive a higher score. You could apply to cover only construction; however, a 20 percent match would be required.

- **Can volunteer labor count toward the match?**

Federal code ([23 CFR 635.104](#)) requires contracting out labor unless some other method is justified through a Public Interest Finding, which must be done prior to the beginning of the project. The value of volunteer and other in-kind services should be estimated up front for NYSDOT/Federal Highway Administration (FHWA) review and approval.